

FILE Bldg 63-1 (General)

MEMORANDUM FOR: Chairman, Fine Arts Commission

SUBJECT: Exhibit Area in the Headquarters Building

1. In response to the recommendation contained in your memorandum dated 22 October 1963 the Chief, Graphics and Visual Aids Staff, Printing Services Division, OL, was requested to consult with exhibit officers and provide suggestions for consideration of the Fine Arts Commission.

2. The suggestions developed are of a general type and include:

a. Modular units for display of photographs, paintings, art, etc. These units are extremely flexible and can be made to accommodate nearly any type of exhibited material in available floor space. These units can be constructed by General Services Administration or procured from commercial vendors.

b. Glass case units, vertical and/or horizontal, for display of artifacts, crafts, coins, models, etc. These units are custom made and can be constructed of security glass, dust proof, and trimmed in steel, wood, or aluminum.

c. Specially designed and produced program units that could be reused year after year. These units would be used for programs such as United Givers Fund, Blood Donors, Suggestion Awards, etc.

3. It is suggested that in time the program be enlarged to include areas in the building other than corridors A and D.

4. [] Chief, G&VAS, has some preliminary plans and items in the rough which are available to be reviewed and discussed in Room GD-79 headquarters building. [] would be available to explain these to you or to the Fine Arts Commission.

JAMES A. GARRISON
Director of Logistics

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Approved For Release 2003/04/29 : CIA-RDP84-00780R000100170006-9

Approved For Release 2003/04/29 : CIA-RDP84-00780R000100170006-9